



DEPARTMENT OF REVENUE

STATE BUDGET OFFICE
BUILDING 1, ROOM W310
1900 KANAWHA BOULEVARD, EAST
CHARLESTON, WEST VIRGINIA 25305

JOE MANCHIN III
GOVERNOR

VIRGIL T. HELTON
CABINET SECRETARY

To: Cabinet Secretaries
Elected Officials
Legislature
Supreme Court
Department of Education
Higher Education Policy Commission
Bureau of Senior Services
Miscellaneous Boards and Commissions

From: Glen B. Gainer III
State Auditor

Mike McKown, Director
State Budget Office

Date: December 15, 2008

Subject: Signature Authority

Enclosed is a listing of the employees in your agency who currently have signature authority and the documents to which they are authorized to sign.

Please carefully review this report. If there are employees listed who no longer should have signature authority, please request that the agency signature sheet coordinator enter a pending sheet with the appropriate termination date for the employee, or send a memo to the State Budget Office and the State Auditor's Office requesting that the employee's approval authority be rescinded due to resignation, retirement or other.

Due to the inauguration of the newly elected officials, it will be necessary to submit new signature sheets for **all elected and appointed officials and their staff** who are to have signature authority beginning January 19, 2009. The signature sheets can be entered into the pending file at any time, just make sure that the effective date is no earlier than January 19, 2009 and that the sheets are signed in blue ink. Please be sure the appointing authority's sheet is submitted with the other sheets or signature authority cannot be granted to the employees.

The signature sheets should be received in the State Budget Office and State Auditor's Office no later than Wednesday, January 14, 2009 in order to allow time to verify the sheets so they can be acknowledged by both the State Budget Office and the State Auditor's Office on Monday, January 19, 2009.

Signature sheets that must be signed by the Governor may be sent directly to the State Budget Office and they will get the Governor's signature for you.

The requested effective date on a new signature sheet should allow at least five work days for paper work to be processed. DO NOT request the current date as the effective date on a new signature sheet unless it will be delivered to the State Budget Office **and** the State Auditor's Office by noon of that day.

If you have any questions, call Cathie Fowlkes, State Budget Office, 304-558-5888 or Lisa Comer, State Auditor's Office, 304-558-2261, Ext. 2163.

Enclosure